



## And two ways that WON'T:

### **Refusing unsolicited mail.**

*Writing "Return to Sender" or "Refused" on unsolicited mail and placing it in your mailbox does not work. The U.S. Post Office does not forward third class bulk mail, so this mail will be discarded.*

### **Returning unsolicited mail postage due.**

*Trying to get the attention of a company by returning your accumulated junk mail in an envelope with insufficient postage does not work.*



Santa Clara County Recycling Hotline  
Center for Development of Recycling  
San Jose State University  
One Washington Square  
San Jose, CA 95192-0204



Brought to you by SJSU, The Recycling & Waste Reduction Commission of Santa Clara County, and your city.

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# Junk Mail multiplying like rabbits?



Here are six simple  
ways to reduce your  
unsolicited mail.



1

Fill out and mail the enclosed post-cards. Be sure to list all variations of your name:

*Peter Rabbit*  
*Pete Rabbit*  
*Paula Rabbit*  
*P. Rabbit*

2

Call the following numbers to request your name be taken off their list:

*Credit card offers*

*Equifax/Trans Union/Novus/Experian*  
 1-888-567-8688

*Sweepstakes*

*Publisher's Clearinghouse 1-800-645-9242*

*Shopping Flyers*

*Advo 510-489-6577*

*PennySaver/Potpourri 1-800-479-4795*

3

Call the number on the catalog and tell them you want to be taken off their list.

Or write a simple letter (see sample at right) stating that you want your name removed. It is easier for the organization to remove your name if they have the exact copy of your address label. Cut or peel off the catalog address label and glue or tape the label to the bottom of the letter.

4

When you buy from catalogs over the phone or online, make sure to let the company know: "DO NOT SELL MY NAME!"

5

Write on the bottom of checks and mail orders "DO NOT SELL MY NAME."



6

Don't use Change of Address cards supplied by the Post Office.

The Post Office provides the information from Change-of-Address cards to private businesses. This is how national list brokers, credit bureaus and others may get your name in the first place. Instead, send out your own postcards announcing your new address to those whose mail you want to receive. You can ask the Post Office to hold your mail up to 30 days. For more information on the United States Postal Service, visit [www.usps.com](http://www.usps.com).

*Most people notice a difference in about three months. Be patient, removal of your name can take up to one year.*

Sample Letter



Date \_\_\_\_\_

*I want to reduce the amount of unsolicited mail I receive. Please remove my name and address from your mailing list as listed below.*

Name

Your address

Your city

Your state and zip code

Thank you,

Your signature

*Tape or paste label from catalog or magazine here*

You may download a copy of this sample letter and find other waste reduction ideas by going to:



Recycling & Waste Reduction Commission  
 of Santa Clara County

For more information call the Recycling Hotline at 1-800-533-8414  
 Para más información llame al 408-924-5359 • Xin gọi số 408-924-5359 cho thêm tin tức.

3.5" x 5" postcard front A

Place  
stamp  
here

Post Office will  
not deliver mail  
without postage

**Val-Pak Coupons**

Label Order Department

P.O. Box 13428

St. Petersburg, FL 33733

3.5" x 5" postcard front B

Place  
stamp  
here

Post Office will  
not deliver mail  
without postage

**Direct Marketing Association**

Mail Preference Service

P.O. Box 9008

Farmingdale, NY 11735-9008



Date\_\_\_\_\_

I want to reduce the amount of unsolicited mail I receive.  
Please remove my name and address from your mailing list.

*Include all variations of your name here:*

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_



Date\_\_\_\_\_

I want to reduce the amount of unsolicited mail I receive.  
Please remove my name and address from your mailing list.

*Include all variations of your name here:*

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_